

COMMUNITY DEVELOPMENT DEPARTMENT

MICHELLE G. RAMIREZ
COMMUNITY
DEVELOPMENT DIRECTOR

ENCROACHMENT APPLICATION PROCEDURE

Please find attached an application for an Encroachment Agreement in the public right-of-way within the City of Torrance.

Please complete the following actions:

- ☐ Proof of current **insurance for the property which has the encroachment structure**. The City of Torrance (as described below) must be included as additionally insured on the policy. This **must include the following text:**

“The City of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer.”
- ☐ Complete encroachment application in full and provide sketch of existing/proposed encroachment. ***Please do not notarize the application.***
- ☐ Submit proof of ownership (Grant Deed, close of escrow papers, or Title Report).
- ☐ Submit check payable to City of Torrance in the amount of \$386.00 for the encroachment application fee.

After receiving the above items, the Engineering Permits & Records Division of the Community Development Department will prepare the Encroachment Agreement document to be recorded. Once the document is prepared we will contact the applicant via telephone to determine whether applicant will pick up document at the Engineering Permits & Records Division Permit Counter or prefer to have it mailed.

Please complete the following checked items:

- ☐ Three copies of the Encroachment Agreement document will be given to the applicant. Two copies must be signed by the legal owner(s) of the property **and** notarized by a Notary Public. The two notarized copies must be returned to the City of Torrance, Community Development Department. Please make sure a **proper 8 ½” x 11” California All-Purpose Acknowledgement** is attached to the notarized copies. The third copy is for your records. *Any signature, writing or typing must not extend beyond the half-inch margin.*
- ☐ **SPECIAL NOTES:** (1) Permittee name(s) must agree in **caption, execution and acknowledgement**;
(2) **Do not** fill in the date on page 1 of the encroachment document.
- ☐ Provide a **money order** payable to the **L. A. County Recorder’s Office** for **\$113.00 (or \$116.00 if two notary forms are submitted for two different names and are attached to one (1) signed encroachment by Permittee)** and return with the Encroachment Agreement documents to cover the cost of recordation. (Note: This fee is subject to change by the County; please check with the Permit staff for current fees.)

After completing the above items, the applicant should apply for a Construction and Excavation permit prior to start of construction.

If you have any questions, please contact Engineering/Permits, 310-618-5898.

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FOR INTERNAL USE ONLY

LOS ANGELES COUNTY RECORDER'S FEE BREAKDOWN:

PAGE DESCRIPTION	AMOUNT
COUNTY COVER SHEET	\$20.00
PAGE 1 OF AGREEMENT	\$3.00
PAGE 2 OF AGREEMENT	\$3.00
PAGE 3 OF AGREEMENT	\$3.00
CUSTOMER NOTARY	\$3.00
CITY NOTARY	\$3.00
CITY CLERK CERTIFICATE OF ACCEPTANCE	\$3.00
SENATE BILL #2	\$75.00
GRAND TOTAL	\$113.00

LOS ANGELES COUNTY RECORDER PHONE NUMBER IS
1-800-201-8999 SELECT OPTION 2 (JOSE)